

WOAC GUIDEBOOK

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TAB A

Welcome Letters

DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
US Army Ordnance Mechanical Maintenance School
Aberdeen Proving Ground, Maryland 21005-5201

Commander's Welcome Letter

Fellow Officers:

As the Commanding Officer of E Company, 16th Ordnance Battalion, I extend you a gracious welcome to Aberdeen Proving Ground (APG), MD. I hope that you will find your stay here both professionally and personally rewarding. The Echo Company Staff and I are here to assist you with administrative and personal issues, and to ensure that all your military and personal needs are met. As commander, I am responsible for your health, morale, and welfare during your tenure at the Ordnance Basic Course (WOBC). You will find the WOBC academic program both intellectually challenging and stimulating. All subject areas taught will prepare you to carry the Ordnance flame well into the 21st Century.

Please enjoy your time at APG. Take time out to visit the local sites as well as the convenience of the location. APG is within close traveling distance to the great cities of Baltimore, MD; Philadelphia, PA; Washington, DC; and New York City, NY.

I encourage you to visit the Ordnance Mechanical Maintenance School website at <http://www.goordnance.apg.army.mil/csdweb/index.asp>. The website is designed to assist you in your search for information about WOBC and APG. It also informs you about problems that WOBC students frequently encounter during initial course in-processing. Please take a moment to browse the different subject areas linked to this site. At a minimum, look at the frequently encountered problems section so you can report to WOBC prepared to start class. I look forward to meeting you and wish you safe travel to APG. If you have any questions, feel free to contact any member of my staff toll free at 1-800-392-2015 ext. 2671/3979/4294/5625 or DSN 298-2671/3979/4294/5625. Our fax number is (410) 278-2074 or DSN 298-2074. You can also reach me via email at ty.lewis@apg.army.mil.

TYMEEKA S. LEWIS
CPT, OD
Commanding

Aberdeen Proving Ground

Aberdeen Proving Ground (APG) is the Army's oldest active proving ground, established on October 20, 1917, six months after the United States entered World War I. The city of Aberdeen sits on the northwestern bank of the Chesapeake Bay between the Susquehanna and Gunpowder Rivers. The installation comprises two principal areas separated by the Bush River. The northern area is the Aberdeen Area and the southern sector is the Edgewood Area. As a center for Army Materiel Testing, laboratory research, and military training, the post is an essential element in the nation's defense. Known as the "Home of Ordnance," APG has been training Ordnance personnel since 1918. The Edgewood Area has been a center for chemical warfare research and development since it was established. The City of Aberdeen is about twenty miles north of Baltimore, MD, and a forty-five minute drive from Washington, D.C. Located on the tip of the Chesapeake Bay, it is in close proximity to Philadelphia, New York City, and New Jersey.

TAB B

PRIOR TO ARRIVAL AT APG

Orders

Students should receive orders no later than 30 days prior to their school report date. Upon receipt of orders, you should ensure that the following information is included and is correct:

- Name
- Social security number
- Grade
- Date of appointment
- School report date
- Duty assignment (NOTE: Most orders will assign you to an Officer Replacement Section; however, if you are reporting to Europe you should have a pinpoint assignment prior to graduation from the WOBC to facilitate proper household goods transportation arrangements. Pinpoint assignments will not necessarily be annotated on the original orders, which means that you will need to contact the following to determine a pinpoint assignment and then request an amendment to your orders:
Europe –
<https://home.1perscom.army.mil/OFFICERPP/OFFICERPP.ASP>
- Duty assignment report date (NOTE: This date should be 30 days after graduation from the Ordnance Course. You should contact Echo Company to determine graduation date.)
- Accounting classification (NOTE: This code enables you to receive your travel, and TDY pay.)

Transportation of Personal Property

If you are TDY enroute, once you receive your orders, you need to make arrangements with the nearest military transportation office for the shipment of your household goods to your next permanent duty assignment. All warrant officers on Temporary Duty (TDY) are authorized to ship 600 pounds into or out of Aberdeen Proving Ground.

Entitlements: Shipping weight and authorizations are established under the provisions of the Joint Federal Travel Regulations (JFTR) and can be found on the internet at <http://www.dod.mil/comptroller/fmr/>. You are responsible for staying within your authorized weight allowances. Excess weight will likely result in personal expense. Your orders authorize 600 pounds on TDY into or out of Aberdeen Proving Ground. Permanent Change of Station (PCS) entitlements vary depending on rank, whether you are moving to a CONUS or OCONUS location, and whether or not your gaining station has weight restrictions.

DITY Move: Documents required to do a DITY move are as follows:

- Weight ticket (empty vehicle)
- Weight ticket (loaded vehicle)
- Copy of rental agreement (if vehicle was rented)
- Copies of orders

- Copy of registration (if POV was used)

Commercial Move: For a commercial move you must do the following:

- Make an appointment for household goods pick-up
- Be present for household goods pick-up
- Ensure that movers properly pack and inventory your household goods
- Ensure that you sign and receive copies of all appropriate paperwork from the movers prior to their departure.

Motorcycles: Motorcycles are considered household goods and will be included in your authorized shipping weight. If you are transporting a motorcycle, you must prepare the motorcycle for shipping or storage prior to pack and pick up dates. You must drain gasoline and radiator systems completely. The contractor shall tag or label to verify that no gasoline is present. Lubricate the gas tank exterior, carburetor, and control cables. Battery cables must be disconnected and cable ends must be taped. For storage, the battery must be removed, unless you are pending an overseas assignment. A spare set of keys must be provided to the contractor. The contractor will place the key in a suitable bag and affix it to the handlebar. If a motorcycle is being shipped overseas, it will be crated at the residence. The contractor will provide crating. For most stateside shipping and storing no crating will be required. The motorcycle will be padded and braced on the truck at the residence.

Recommended Packing List

If you own a computer and printer, it is highly suggested that you bring them with you. It is not mandatory, but it sure helps! The standard software package is Microsoft Office (MS Word/Power Point).

Students may want to bring a stereo for entertainment purposes. A television and DVD/VCR are provided at [Swan Creek Inn](#). Army Lodging also provides linens, towels, dishes, iron, ironing board, microwave, refrigerator, stove, cooking utensils, pots and pans, and a radio alarm clock. Room service is provided daily, and washer and dryer facilities.

POV: It is highly recommended that you gets a rental car. Rental vehicles will be authorized for students without vehicles for the duration of the course if authorized per their orders (see Finance Section, pp 15-16). Following are approximate distances from Swan Creek Inn (where most students reside) to key locations:

Schoolhouse (Bldg 3147)	.4 miles
Echo Company (Bldg 4313)	.9 miles
Main PX	.5 miles
Clothing Sales	.8 miles
Gym/Recreation Center	.4 miles
16 th Ordnance Battalion (Bldg 4510)	1.0 miles
143 rd Ordnance Battalion (Edgewood Area)	14.6 miles

Students who elect to bring a personally owned weapon ([POW](#)) must first register the weapon with the Provost Marshall in Building 4305 and then make arrangements through E Company to secure the weapon(s) in the battalion arms room.

Suggested Packing List (Personal Items)

Privately owned vehicle or bicycle	Calculator
Civilian clothes	Padlock
Computer w/printer	Planner
VCR	Pencils
Laundry basket	Pens
Dish drainer	Highlighters
Radio	Paper
Book bag/backpack	Notebooks

Uniform Packing List

Active Duty:

- Class A Uniform w/one short sleeve and one long sleeve shirt
- Dress Blue Uniform
- 4 sets BDUs/ACUs
- 2 BDU hats
- 2 pair black leather boots
- 1 Field jacket or Gortex jacket with nametape affixed to left arm pocket
- 2 full sets (summer and winter) Army Physical Fitness Uniform (APFU)
- 5 pair white athletic socks (calf high/no logos)
- 7 pair black socks
- 7 brown t-shirts
- 2 white t-shirts (males only)
- 1 duffel bag
- undergarments
- personal hygiene items
- I.D. Card/I.D. Tags
- Reflective Belt

NOTE: Everyone is reminded to **HAND CARRY** sufficient uniforms. **DO NOT** RELY ON UNACCOMPANIED BAGGAGE TO ARRIVE ON TIME.

Physical Fitness

You are expected to report to school meeting the minimum physical fitness standard on the Army Physical Fitness Test ([APFT](#)) IAW FM 21-20 and AR 600-9 Army Weight Control Program. You must pass the record APFT to successfully complete the course and graduate. Upon arrival to WOAC, you will be administered a record APFT within 72 hours of arrival. If you fail the APFT, you will not be enrolled in the course. You will be counseled and returned to your unit or reassigned by DA if enroute. If you report to WOAC exceeding Army weight tables and/or body fat percentages, you will not be enrolled in the course and you will be returned to your unit or, if enroute, will be reassigned by DA. The CSD Director will prepare a

memorandum addressing your failure to maintain standards for the Commandant, which will be forwarded to the first general officer in your chain of command.

NOTE: Pregnant soldiers must contact the E Company Commander prior to reporting for class for guidance at (410) 278-4294.

Document Checklist

Following is a list of documentation that you will need to **HAND CARRY** for in processing. Copies of the following will suffice.

- ❑ Orders – A complete order (front and back with the signature block) and copies of any amendments. Orders must have an accounting classification. (20 copies)
- ❑ DD Form 1610 – Request and Authorization for TDY (20 copies)
- ❑ DA Form 31 – Request and Authority for Leave

TAB C

Arriving at APG and Reporting

By Air, Train, POV

Travel Directions: Aberdeen Proving Ground is located in the city of Aberdeen, 4 miles east of I-95. Take exit 85 to Route 22, which runs from I-95 directly to the main gate of APG. Vehicle traffic may enter through two additional gates that can be accessed via Route 40. Between the hours of 2000 and 0430, the main gate is the only gate open. Due to security concerns, other gates may be closed without notice.

From Baltimore-Washington International Airport (BWI), you have several transportation options. The Amtrak train has a direct route from BWI to the city of Aberdeen and will cost \$18 with military ID (\$20 without). A taxi will cost approximately \$75. BWI has several rental car agencies whose rates vary depending on the size of the car and the duration of the rental agreement. Regardless of your chosen method of travel, it is important to keep your receipts until you settle your travel reimbursement.

<http://www.apg.army.mil/apghome/sites/about/directions.asp>

During and After Duty Hours

During normal duty hours (0730-1700, M-F), you may report directly to E Company Headquarters, [Bldg. 4313](#), on the access road off Boothby Hill Road across from Student Drive (see map for details). The uniform for reporting during duty hours is BDUs/ACUs.

- Active Duty: When you report in, you must **HAND CARRY** a complete copy of your orders or a DD Form 1610, and a DA Form 31.

After duty hour, weekends, or holidays, you must report to the Staff Duty Officer (SDO) located in [Building 4510](#) at the 16th Ordnance Battalion Headquarters. After signing in on the DA Form 647, report to Army Lodging (The Swan Creek Inn, [Building 2207](#)) to secure living quarters. The phone number for The Swan Creek Inn is (410) 278-5148.

If you are reporting on a weekend and your class starts on the next duty day, the SDO will have a packet and a letter detailing time, uniform, and place of duty for the first day of class. If you are reporting earlier than your report date or earlier than your class date (your class does not start on the next duty day), you must report to E Company ([Bldg 4313](#)) at 0730 in BDUs/ACUs on the next duty day.

Billeting

Billeting: (Army Lodging) All officers reporting for class, regardless of component, will report to the Swan Creek Inn.

- (1) Generally, unaccompanied personnel quarters are available for officers, warrant officers, and enlisted personnel permanently assigned to or on temporary duty (TDY) at Aberdeen Proving Ground (APG); and to Department of Defense (DOD) civilian employees TDY to APG. Personnel will report to Bldg 2207 (DSN 298-5148/4655 or commercial (410) 278-5148/4655) upon arrival
- (2) IF BILLETS ARE NOT AVAILABLE ON POST IN THE ABERDEEN AREA OF APG, STUDENTS COULD BE HOUSED IN THE EDGEWOOD AREA OF APG. THE EDGEWOOD AREA OF APG IS A DISTANCE OF APPROXIMATELY 10-12 MILES FROM THE ABERDEEN AREA. IN THIS CASE, THE STUDENTS TRAVEL ORDERS SHOULD REFLECT A RENTAL CAR AUTHORIZED.

While living in Army Lodging, your room is similar to that of a hotel. One suite houses one or two individuals. Suites housing one person have one queen-size bed, a bathroom, and a kitchenette. Suites housing two persons have a living area with furniture, two bedrooms, a kitchen, and one bathroom. Both types of suites have appropriate lighting accoutrements. You may host one overnight guest at a time, provided you obtain written permission from your suitemate (if you are residing in a two bedroom suite), and you notify the front desk. If you have an overnight guest, billeting will charge you an additional \$5.00 per day which will be added to your bill. Guests cannot stay for more than 30 consecutive days. Housekeeping has instructions to report visitors to the front desk, when they observe them, while performing their duties, or if they suspect an unregistered guest is staying in the room. Upon checking in to Army Lodging, you should conduct an initial inspection of the room and annotate any deficiencies in writing to the front desk at the Swan Creek Inn. All deficiencies not annotated on the inspection may result in financial liability upon discovery by billeting. Army Lodging personnel conduct unannounced room inspections. If your room is found to be excessively untidy, you may be asked to leave. Housekeepers are not authorized to move your belongings, and will not clean if personal items are strewn about. Phone calls are billed separately and the long distance carrier is AT&T. It is recommended that you use prepaid calling cards to place long distance calls.

Healthcare

While in school, students will utilize [sick call](#) procedures offered by Kirk U.S. Army Health Clinic ([KUSAHC](#)). After sick call hours, emergencies only will be handled through KUSAHC until 2000 hours. After duty hours, students must go to the Harford Memorial Hospital Emergency Room.

Transportation

Inbound: Once you arrive at Aberdeen Proving Ground and have settled in, you should contact the Transportation Office (if you had items shipped via commercial carrier) to provide a telephone number and delivery information. Ensure that you have a class schedule to determine the best delivery dates. Delivery hours are 0800-1700 October through April, and 0800-1900 May through September. You will incur attempted delivery charges if you are not available on the delivery date.

Inbound DITY: To complete the process for payment of your DITY move, you must go to the Transportation Office. No appointment is necessary. The Transportation Office will forward DITY move paperwork to the Finance Office for payment. The required documents for processing your DITY move are as follows:

- Empty weight ticket
- Loaded weight ticket
- Original copy of rental agreement (for rental vehicles)
- Copies of orders
- Copy of registration (if POV was used)

Transportation Office ([Bldg. 3321](#))

Commercial Phone Numbers: (410) 278-2992/3897/4084

On Post: 3-2992/3897/4084

Fax: (410) 278-2990

DSN 298-2992/3897/4084

Army Community Services

Army Community Service (ACS) gives personal help and support to the entire Army Community. They offer a variety of services to assist you in your relocation to Aberdeen Proving Ground and to your first follow-on assignment.

Information and Referral (I&R): ACS maintains an extensive resource listing for the military and civilian community. It is a good place to start for most type of help you need, whether you are trying to get acquainted with the Army way of life or you need assistance with personal problems.

Relocation Assistance Program:

- Pre-move briefings are available to help prepare you for your stateside or overseas move.
- Newcomer orientations are available to help you get acquainted with your new community.
- Standard Installation Topic Exchange Service (SITES), a computerized destination information database provides comprehensive information about military installations worldwide.

Army Emergency Relief (AER): provides emergency financial assistance. (410) 278-2508.

Other programs are available through ACS. For more information contact the Aberdeen Area ACS Office, [Bldg. 2754](#) at (410) 278-7474/4372. Office hours are Monday through Friday 0800-1630.

In-processing

You will be in-processed with your class during the first week of the course. Ensure that you have all necessary documentation as previously annotated in the “[Document Checklist](#)” section. For more information, see E Company Operations personnel upon arrival.

Finance

DEPARTMENT OF DEFENSE

**Defense Military Pay Office – APG
Janet M. Barr Soldier Support Center
4305 Susquehanna Avenue, Room 168
Aberdeen Proving Ground, MD 21005-5002**

Dear Officers,

I wish to extend a sincere welcome to you during your stay here at Aberdeen Proving Ground.

My staff from the Defense Military Pay Office – APG will be assisting you during in processing with your military pay processing. Following is information to make this Finance segment of your in processing flow more smoothly.

IMPORTANT: Supporting documentation has a MAJOR impact on your pay account processing. To alleviate any financial hardship, please bring ALL of the documents listed in the “[Document Checklist](#)” section of this publication that pertain to you so that your pay can be processed correctly and in a timely manner.

We look forward to the opportunity to serve you in this endeavor.

//Original Signed//
Sylvester J. Witherspoon

All officers in active component courses are required to in-process and out-process finance.

Each student should bring enough money to cover expenses through the first month of the course. Approximately \$600-800 in travelers' checks or a major credit card should be sufficient.

Both single and married officers are on temporary duty status, and will receive per diem allowance on weekends and federal holidays only. Lodging (Swan Creek Inn) will be provided at no cost for all single and unaccompanied married students. Married students who choose to bring their spouses/families can elect to reside in either family housing or reside off post. Basic Allowance for Housing (BAH) will cease for single students and accompanied married students residing in family housing. Accompanied married students electing to reside off post and unaccompanied married students will draw BAH for the respective area of residency of the dependent(s), NOT the Aberdeen Proving Ground rate. Spouses and children are not allowed to reside in Swan Creek Inn. Basic Allowance for Subsistence (BAS) will cease during the duration of the course for all single students. Married students will receive BAS. Meals will be provided to all students at two dining facilities (DFAC) located on APG for breakfast, lunch, and dinner or the Top of the Bay Club during for lunch only. The per diem rate is \$40 per day. Thus, a student during a month with four weekends and one federal holiday will receive 9 days worth of per diem ($9 \times \$40.00 = \360.00). Students whose dependents reside in some OCONUS areas **may** be paid the BAH rate for the nearest CONUS area. This will be **determined on a case-by-case basis**. The following web sites can assist you in determining the appropriate housing allowance rate:

- Rates and Allowances Home Page:
<http://www.dod.mil/dfas/travelpay/travelpayrelatedlinks.html>
- Basic Allowance for Housing:
<http://www.dod.mil/dfas/travelpay/travelpayrelatedlinks.html>
- Overseas Housing Allowance:
<http://www.dod.mil/dfas/travelpay/travelpayrelatedlinks.html>
-

Students who bring a POV will be allowed to claim 10 miles per day at a rate of \$0.375 when turning in their travel voucher. Those Students without POVs who elect to rent a vehicle from BWI (Baltimore-Washington International) Airport will be reimbursed for rental charges and reasonable, accrued gasoline expenses if authorized per their WOBC orders.

TDY Pay: You will file for regular TDY reimbursement at the beginning of each month for the month prior, beginning with the report date on your orders.

TAB E

WHILE AT APG

Course Description

The following web site link will take you to the actual ATRRS system and provide you with a brief overview of the course: (Click on the Appropriate MOS)

[913A:](#)

[914A:](#)

[915E](#)

Additional Duties

While in school, some students will be appointed additional duties; however, students will not know who will hold these positions until they report for their course. Selected students will be required to attend meetings with the E Company Commander, and act as a liaison between classmates and various organizations. Because of these duties and time constraints, it is highly recommended that students have some sort of transportation while at APG. It will be nearly impossible for them to get from the schoolhouse to E Company or to any other agency in the limited amount of time available.

Physical Training

The uniform for PT is the Army Physical Fitness Uniform (APFU). All roads to the south of Boothby Hill Road (including Boothby Hill Road) are closed to all vehicular traffic from 0530-0630 hours. NOTE: The military police (MPs) will issue citations for failure to adhere to the installation's rules/regulations.

Personal Conduct

In addition to high academic standards, you will also be expected to maintain the highest standards of [personal conduct](#). The illegal use of drugs or driving under the influence of [alcohol](#) will kill your career, no questions asked! You will be expected to maintain high standards of personal appearance and to be where you are supposed to be on time, all of the time. Students whose conduct is detrimental to good order and discipline or [prejudicial](#) to the interests of their fellow students may be disenrolled from the course, and/or separated from the service. The bottom line is, if you cannot live up to the high standards expected of an officer, we do not want you here. Following are some areas of concern:

Appearance: BDUs/ACUs will be pressed; boots shined; and fingernails, makeup (females), and haircut/hairstyle to standard IAW AR 670-1.

Military Bearing and Courtesy: You are expected to maintain the highest level of professionalism at all times, especially with all instructors and when in the presence of all AIT students. Observe all of the rules of military courtesy, and ensure that AIT students you encounter do the same. International student will receive the same courtesies extended to their U.S. rank equivalent.

Student Honor Code: The Student Honor Code System exists to ensure quality graduates and promote integrity in training. The Student Honor Code states that students will not lie, misrepresent or withhold the truth, steal, cheat, plagiarize, or conspire to violate the Student Honor Code, nor will they tolerate those who do. All students in USAOC&S must follow the Student Honor Code for academic requirements. All allegations will be investigated, and if found to be true, may result in dismissal from WOBC.

Passes and Leave

Passes: Passes are a privilege not a right. Mileage passes must be submitted if you plan to travel beyond 200 miles. Passes must be turned in with all required information and signatures by COB the Tuesday prior. If you are going on a pass, you must physically sign out and in at 16th Ordnance Battalion, [Bldg 4510](#). Passes cannot exceed 96 hours in duration.

Leave: Leave will normally only be granted in the event of an emergency or if you are here during Christmas Exodus.

For more information, see the E Company policy letter addressing Leave and Passes in this publication.

Emergencies

In the event a family emergency occurs and you feel that you need to take leave, the [American Red Cross](#) must be notified. A family member should contact the Red Cross and provide them with pertinent information regarding the emergency. A Red Cross representative will then contact this unit and request your presence. Once the unit has received the Red Cross message, you will be contacted and your leave form processed. Family members should be prepared to provide the following:

- Service member's full name
- Social Security Number
- Branch of Service
- Rank
- Military Unit

Sensing Session/Open Door Policy

Approximately half way through the course you will have a sensing session with the 16th Ordnance Battalion Commander. This is your opportunity to address issues that concern you regarding WOBC, E Company, Post facilities and organizations, and policies. Keep in mind that should you have a problem with anything, you should first utilize your chain of command, beginning with your student chain of command. Try to solve the problem at the lowest level. A copy of the E Company [Open Door Policy](#) is in this publication for your perusal.

End of Course After Action Review

Approximately two weeks prior to graduation, the Class Leader will be required to submit a written After Action Review (AAR) to OC&S. This AAR will be a compilation of issues, discussions, and recommendations from all members of your class. It is important that this AAR be specific and constructive in its criticism. You are also reminded that positive comments should be included in the AAR. It is recommended that you keep a log of events/issues that you wish to address. Issues that are brought to the attention of the chain of command and resolved during the course are not to be included in the AAR. If you have any questions about the AAR, you should speak to your Class Leader and/or class TAC Officer.

TAB E

DEPARTING APG

Relocation Assistance

As was previously mentioned, Army Community Services (ACS) offers excellent relocation assistance for soldiers who are PCSing to another location. Probably the best tool available to you through ACS is the Standard Installation Topic Exchange Service (SITES). This service provides information about Army Installations worldwide. Topics commonly covered are as follows:

- ◆ Installation Overview
- ◆ Local Community
- ◆ Education
- ◆ Employment
- ◆ Medical and Dental
- ◆ Housing
- ◆ Relocation Services
- ◆ Support Services
- ◆ Child and Teen Services
- ◆ Survival Tips for First Term Soldiers

You may visit the SITES web site at <http://www.dmdc.osd.mil/sites>, or you can contact the local ACS office to request a SITES printout of the installation to which you are relocating.

Pinpoint Assignments

Following is a list of Army installation pinpoint point of contact phone numbers, web sites, and e-mail addresses. Not all Army installations are listed. If your follow-on installation is not listed, you may contact your branch manager for the phone number.

<u>CONUS:</u>	Ft. Irwin, CA	DSN: 470-5237 COMM: (619) 380-5237
	Ft. Carson, CO	DSN: 691-4077 COMM: (719) 526-4077
	Ft. Benning, GA	DSN: 835-1415 COMM: (706) 545-1415
	Ft. Stewart, GA	DSN: 870-4713 COMM: (912) 767-4713
	Ft. Campbell, KY	DSN: 635-9280 COMM: (502) 798-9280
	Ft. Riley, KS	DSN: 856-3021 COMM: (913) 239-3021
	Ft. Polk, LA	DSN: 863-1115 COMM: (337) 531-1115
	Ft. Drum, NY	DSN: 341-5747 COMM: (315) 772-5747
	Ft. Bragg, NC	DSN: 236-2004 COMM: (910) 396-2004
	Ft. Sill, OK	DSN: 639-4301 COMM: (405) 442-4301

Ft. Bliss, TX	DSN: 978-4100 COMM: (915) 568-4100
Ft. Hood, TX	DSN: 737-0357 COMM: (817) 287-0357
Ft. Lewis, WA	DSN: 357-0226 COMM: (206) 967-0226

<u>OCONUS:</u>	Alaska	DSN: (317) 384-2606/3330 COMM: (907) 384-2606
	Germany	https://home.1perscom.army.mil/OFFICERPP/OFFICERPP.ASP 1 st PERSCOM Chief of Officer Assignments DSN: 379-6200/6201 CIV: 011-49-6202-80-6200/6201
	Hawaii	DSN: 438-6268/1119 COMM: (808) 438-6268
	Korea	8 th Personnel Command DSN: 724-3465 COMM: 011-82-2-7914-3465 http://www-8perscom.korea.army.mil/

Amendments to Orders

You should receive all amendments to orders at least 30 days prior to graduation. Amendments to orders apply to changes in duty assignments, pinpoint assignments in Germany, follow-on training (i.e. airborne school), or any other changes that need to be made on your orders. If you have not received amendments to your orders in a reasonable amount of time, contact E Company personnel.

Medical/Dental Records

If you brought your medical/dental records with you and you checked them into the records department of KUSAHC, you must check them out prior to departing APG. This also applies if you received medical or dental care at KUSAHC and a temporary record was established for you. You will hand carry your records to your next assignment.

Passports

If you have a follow-on duty assignment that is OCONUS and you wish to obtain a passport, you may contact (410) 306-2347 for information. It is recommended that you begin this process early as it takes between 4-6 weeks to process and receive passports.

Immunizations

If you have a follow-on duty assignment that is OCONUS you will need to ensure that your immunizations/HIV screening are current. Appointments for immunizations/HIV screening for students will be made through E Company. Appointments for immunizations/HIV screening for dependents may be made through KUSAHC by calling (410) 278-1990 or (800) 823-1095.

POV Shipment

If you have a follow-on duty assignment that is OCONUS and you wish to ship your vehicle to your destination, you may contact the POV Shipment Office, 2501 Broening Highway at (800) 631-5751. You may also contact the Transportation Office, Bldg. 3321 at (410) 278-2992.

Transportation of Personal Property

Outbound: Upon completion of your course, you are authorized to ship 600 pounds of personal property from APG to your final destination (if you are in a course that is over four weeks long). The Transportation Office provides individual counseling by appointments which will be coordinated through E Company. Appointments are not scheduled during general lunch periods.

Changes to the appointment dates or switching appointments with another classmate must be coordinated through E Company. If you are going to be late for your appointment, contact the Transportation Office, [Bldg 3321](#) at (410) 278-2992.

Bring five copies of your orders, including any rescinding orders or amendments to orders to your transportation appointment. Request for Orders (RFO) cannot be accepted. If orders are not available, another appointment will be scheduled. Ensure that you notify E Company personnel that you do not have orders so they may reschedule your appointment.

You must complete DD Form 1780 Inventory Sheet prior to your appointment. Bring this form to your appointment. The forms are available in the E Company orderly room.

If you have an assignment to Germany, you must have a pinpoint assignment prior to your transportation appointment. If you don't have a pinpoint assignment, notify E Company Personnel and they will reschedule your appointment. You should then access the web site for pinpoint assignments in Germany to determine whether or not you have been assigned to a unit. If you have not yet been assigned to a unit, notify E Company and they will contact your branch manager.

You must be available on the pack and pick-up dates of your personal property as established during counseling. If you are not available, attempted pick-up charges will be assessed. The hours of availability are 0800-1700 October through April, and 0800-1900 May through September. For more information contact the Transportation Office, [Bldg. 3321](#) at (410) 278-2992.

What to Ship/What to Carry

It is common for soldiers to arrive at their next duty assignment before their household goods; therefore, it is important that you carry with you those items that you will need immediately. Everything else can be shipped. Some of the items that we recommend you carry with you to your new assignment are as follows:

- ❑ Civilian clothing
- ❑ BDUs/ACUs
- ❑ Boots
- ❑ APFU
- ❑ Class A Uniform
- ❑ Dress Blue Uniform
- ❑ Orders
- ❑ 201 file
- ❑ Medical/dental records
- ❑ Shot records
- ❑ DA Form 31
- ❑ Laptop computer (if you own one)
- ❑ Transportation paperwork
- ❑ Family Care Plan (if you need one)
- ❑ SITES packet
- ❑ ID card
- ❑ ID tags
- ❑ Passport (if going overseas)
- ❑ Any other items you deem necessary

TAB F

**ECHO COMPANY
POLICY LETTERS**

DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #3 E Company

19 October 2005

COMPANY COMMANDER'S OPEN DOOR POLICY

1. It is my desire that soldiers of this company receive prompt and adequate assistance with all problems and other matters of personal concern. My office is open for private discussions with members of this company.
2. Soldiers who wish to discuss personal matters should not hesitate to request assistance from their class leaders and TAC Officer using their chain of command.
3. This policy letter will be posted in the current section of the company's bulletin boards.

TYMEEKA S. LEWIS
CPT, OD
Commanding

DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #5 E Company

19 October 2005

ALCOHOL ABUSE

1. The abuse of alcoholic beverages poses a severe threat to the health and welfare of the soldiers of the company and their family members. It is everyone's responsibility to assist in identifying instances of alcohol abuse so that immediate action can be taken to alleviate the situation and minimize the risks to innocent victims as well as to users.
2. The emphasis must be on the early identification of those individuals with alcohol abuse problems so that referrals are immediate to the appropriate health care agency. This can be successfully accomplished only by the active involvement of all supervisors. Immediate supervisors know their soldiers best and are in the most advantageous position to notice those behavioral changes which usually signal an alcohol problem. If we wait for an incident to occur before initiating action, we have failed in our leadership responsibilities.
3. In order to help control alcohol abuse, the following policies have been established.
 - a. No one under the age of 21 is allowed to consume alcoholic beverages.
 - b. No member of this company may consume alcoholic beverages while on duty, nor will a member of this company be permitted to be drunk on duty; drunk being defined as intoxication which is sufficient to impair the rational and full exercise of the mental and physical faculties. Members of this command will be considered drunk if their Blood Alcohol Content is .08 or higher.
 - c. Open containers of alcoholic beverages cannot be transported while enroute between locations on or off post.
 - d. No alcoholic beverages will be stored, transported, or consumed in military vehicles or work areas of Echo Company. The only exception to this policy is for those officially supervised unit functions approved in accordance with existing Ordnance Center and School policies.
4. Failure to meet this policy may result in administrative action or punitive action under the provisions of the Uniform Code of Military Justice (UCMJ).

TYMEEKA S. LEWIS
CPT, OD
Commanding

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Policy Letter #6 E Company

19 October 2005

PHYSICAL FITNESS TRAINING PROGRAM

1. Physical training (PT) will be conducted at E Company Monday through Friday from 0530-0630. A monthly schedule will be distributed to the class leaders. The senior class will be in charge of conducting PT, and will designate a different PT instructor for each day. Every Friday, E Company will conduct a company run. Battalion runs are scheduled periodically.
2. Classes that have a critical exam in the morning are exempt from PT and are not required to be present for the 0530 accountability formation.
3. The Army Physical Fitness Test (APFT) will be administered to students within the first week of their course. Any officer who fails an APFT or is enrolled in the Overweight Program will be put on the Special Individual Fitness Training (SIFT) Program. Those officers will report to Echo Company's orderly room at 0530 for PT, Monday through Friday, and 0730 on Saturday.
4. Those officers who are on SIFT due to failure of an APFT may take a retest 30 days after their last APFT with approval from the Company Commander. If they pass with a minimum score of 60 points in each event, they will be taken off the SIFT Program and will return to do PT with E Company PT program.
5. Officers on SIFT Program as a result of being on the Overweight Program will be removed from the SIFT Program only when they meet the Height/Weight Standard in accordance with 600-9.
6. At graduation, any officer who receives a score of 270-299 on their final Army Physical Fitness Test (APFT) will receive a 16th Ordnance Battalion Certificate of Achievement and a 61st Ordnance Brigade Certificate of Achievement for a score of 300. A PT patch will be awarded to students with a score of 290 and above.

TYMEEKA S. LEWIS
CPT, OD
Commanding

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61st Ordnance Brigade
U.S. Army Ordnance Center and School
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Policy Letter #7 E Company

19 October 2005

PROHIBITED ITEMS AND ACTS

1. No military weapons will be transported in a privately owned vehicle.
2. All personnel living on post, including government quarters, who possess privately owned weapons such as pistols, rifles, and bows and arrows will register these weapons with the Provost Marshal. All students have the option of storing their weapons in the Battalion Arms Room.
3. No one in this command will possess switchblades, brass knuckles, chains, pipes, gas pistols, knives with blades exceeding 3 inches in length, ammunition, machetes, or any other dangerous weapons.
4. Periodically, the APG Police will stop privately owned vehicles and search them for prohibited items. Items such as kitchen knives, clubs, rubber hoses, etc, within reach of the driver may result in your arrest. Weapons such as unloaded guns and/or hunting knives may be transported in the trunk of a car or a bed of a truck when travelling to and from a hunting or fishing trip, or a shooting range. Military issued items such as tools and repair parts will be confiscated unless a valid property disposal officer sales slip can be produced.
5. Items deemed to be dangerous or prohibited weapons will be immediately confiscated by competent authority. Items confiscated will be turned into the Company Commander for final disposition and preparation of charges under UCMJ as appropriate.
6. Failure to comply with this policy letter is punishable under UCMJ.

TYMEEKA S. LEWIS
CPT, OD
Commanding

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61st Ordnance Brigade
U.S. Army Ordnance Center and School
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Policy Letter #8 E Company

19 October 2005

EQUAL OPPORTUNITY

1. I will not tolerate discrimination and prejudice within Echo Company. It is our duty and responsibility to treat everyone equal regardless of race, color, gender, religion, or national origin.
2. Equal opportunity is the consideration and treatment of others irrespective of race, color, religion, gender, or national origin. Not only is equal opportunity the law or our land, it is the foundation upon which sound leadership and management practices are based.
3. I charge every member of this command, including civilian employees to apply the principles of equal opportunity in their day-to-day dealings with others. In addition, they must also report incidents of discriminatory treatment that they may observe to the chain of command immediately. We must be aware of, sensitive to, and interested in the problems facing our soldiers and civilians.
4. Additional information can be obtained from the undersigned, the Unit Equal Opportunity Leader , at ext 4294 located in Building 4313, Room 107, or SFC Graves , the 16th Ordnance Battalion Equal Opportunity Leader in Building 4510 at ext 8596.

TYMEEKA S. LEWIS
CPT, OD
Commanding

DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
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ATSL-TB-SB-E

Policy Letter #10 E Company

19 October 2005

LEAVE AND PASS PRIVILEGES

1. Reference AR 630-5, AR 600-8-10

2. Leaves:

a. Request for ordinary leave originates at the Company using a DA Form 31. Leaves cannot be submitted earlier than 30 days or later than 10 working days prior to the beginning day of leave. This policy enables the company to process leaves more efficiently.

b. Each individual submitting a DA Form 31 for leave is responsible to ensure that the information is accurate and complete. Requests with incorrect, incomplete, or altered entries will be returned.

c. Permanent party individuals are permitted to call in from their place of residence to sign out or in from leave. Student officers are required to physically sign out and in at Battalion in Building 4510 during non-duty hours or report to Echo Company in Building 4313 during normal duty hours.

d. Emergency leaves are processed immediately upon verification by the American Red Cross.

e. Permissive TDY is requested on a memorandum originated by the Company Operations Section. Sign in/out procedures are in accordance with (IAW) subparagraph c above.

3. Passes:

a. Passes are granted IAW paragraphs 10-4, 10-5, and 10-6 of AR 630-5, and paragraphs 5-27, 5-28, 5-29, and 5-30 of AR 600-8-10. Passes are a privilege and required authorization from the appropriate authority. Your primary mission while you are here is to attend school. Do not be surprised if you are not authorized to miss class for a wedding or family reunion. Some training occurs on weekends and that becomes your place of duty.

b. A three-day pass such as given on a weekend with a Monday holiday is 72 hours in length from time of departure until time of return to originating point. A four-day pass, such as Memorial Day weekend, is 96 hours in length from time of departure until time of return to originating point. If you exceed 96 hours, you will be charged leave and lose your TDY for that period of time. If you sign out and fail to sign back in, you may be charged leave.

c. The Company Commander will NOT sign passes that violate the pass/leave regulation. The regulation states a specific time period for passes and anything past that time constitutes leave covered by a DA Form 31. Passes are not granted in conjunction with leave.

d. Most incidents occurring during a legitimate pass/leave are covered by DA Form 31 and are considered in the line of duty. Incidents that occur and are not covered by DA Form 31 become the soldier's responsibility.

e. The Commander/1SG may grant a one day absence which is not in conjunction with a weekend or authorized holiday. All absences in excess of one (1) day, on a day preceding or following a weekend, or following a holiday are included in a pass.

- f. Approval authority for all passes over 250 miles is the Company Commander.
- g. Students driving greater than 250 miles one-way are required to fill out an excessive mileage counseling statement.

3. SIGN OUT PROCEDURES:

- a. Once a pass has been approved, it will be placed in the staff duty book. You must physically go to the Staff Duty Office (SDO) in Building 4510 to sign out.
- b. Upon returning from pass, students must physically go back to Building 4510 and sign in.
- c. Students are not authorized to call the Staff Duty Noncommissioned Officer (SDNCO) to sign in or out.
- d. The DA Form 647 is for new students and those students who claim they have a valid pass form that is not present in the SDO book. All others must sign in and out on their pass forms.
- e. Failure to sign in or out will result in the following:
 - (1) First offense results in written counseling statement.
 - (2) Second offense results in loss of pass privileges for 30 days.
- f. If you are staying in the general area (less than 250 miles) a pass form is not required. However, it is suggested that you submit a pass for accountability purposes. You are required to leave a phone number where you can be reached. As a minimum, the phone number must be left with your class leader, your Trainer/Advisor Counselor (TAC) Officer, and E Company.

4. MISCELLANEOUS

- a. Students requesting a pass must submit the request no later than close of business the Tuesday prior to the weekend you request a pass. You may turn in a pass up to one month prior to the weekend you wish to take a pass.
- b. Passes must be submitted around the duty roster. Pass approval does not exempt you from duty. You must verify that you are not on the duty roster prior to requesting a pass. Duty takes precedence over a pass.
- c. If you plan to fly, you must indicate in the remarks block #17 the information for the flight you are planning to take. **You are highly discouraged from purchasing a ticket prior to having pass approval.** Purchasing a plane ticket does not guarantee pass approval. Your pass may still be denied.
- d. **All passes require your class leader and TAC's signature. If you are requesting a pass that requires you to miss class, you must have the above signatures and the signatures of your instructor and Course Director.**
- e. This list is not all-inclusive, but these are the common reasons that pass forms are returned:
 - (1) No phone number
 - (2) No miles for POV
 - (3) No alternate driver
 - (4) No signature from requester, class leader or TAC

(5) No flight information

f. If you do not fill out your pass form correctly and it is returned, it is your responsibility to make the necessary corrections and have it turned in before the close of business on the Tuesday prior.

g. If you sign up for a pass and then choose not to take your pass, you must pull your pass form from the SDO book at Building 4510. Students who fail to comply will receive action in accordance with (IAW) paragraph 3e of this letter.

5. POC for this information is the undersigned at 3-4294.

TYMEEKA S. LEWIS
CPT, OD
Commanding

DEPARTMENT OF THE ARMY
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61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #12 E Company

19 October 2005

SUICIDE PREVENTION

1. Suicide Prevention Training is an annual requirement. This training is mandatory for all soldiers and civilians in this command and it will be documented upon completion.
2. Suicide is not always predictable. Reduction in Force (RIF), work and/or family problems can cause depression and hopelessness among soldier and their families. Therefore, we must look out for each other. There are warning signs for suicide, but no one can predict suicide accurately. Threats of suicide or hints such as "I am no good to anyone; " I just cause trouble for everybody", or "I think I will kill myself" must be taken as serious threats.
3. Severe depression may be indicated by combinations of the following symptoms: changes in sleep patterns; appetite changes; withdrawal from family; restlessness; a constant feeling of sadness.
4. If you know someone who has threatened, made an attempt at suicide, or has any of the above symptoms, you must immediately notify the First Sergeant or myself. We will assist you in finding the proper care, facilities, and guidance needed for the individual concerned. Let us not wait until it is too late!

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Policy Letter #15 E Company

19 October 2005

SICK CALL POLICY

1. Reference AR 600-6

2. Personnel going to sick call:

a. Report to E Company [Bldg. 4313](#) between the hours of 0530 to 0730 to complete a sick call slip (ATSL Form 931) and sign out in the sick call register. Ensure that you have informed your TAC Officer before signing out on sick call.

c. Report to the Post Recreation Center for a medical screening in Building 3326, or call the Triage Nurse at Kirk U.S. Army Health Clinic (KUSAHC) [Bldg. 2501](#) for an appointment. Sick call hours are from 0600 to 0730 hours. Appointments will normally be scheduled after 0730 hours. Uniform for sick call is BDUs/ACUs. National Guard and Reserve Component students must have travel orders when reporting to sick call.

c. If you opt to report to the Post Recreation Center for the medical screening, and you require further medical attention, you will be referred to Kirk U. S. Army Health Clinic.

d. Upon completion of treatment, return to E Company operations with a ATSL Form 931. The sick call slip must be stamped by the doctor/medical personnel.

e. Sign in on sick call register.

f. If appointments are made at Kirk, you must notify your TAC Officer and E Company. You must make every effort to make appointments that do not conflict with your class schedule.

g. If appointments are made for other medical facilities such as Walter Reed Medical Center or Fort Meade Clinics, notify the Operations NCO or First Sergeant.

3. Personnel with hospital appointments:

a. Sign out on sick call register before departure from Aberdeen Proving Ground.

b. Sign in on the sick call register when arriving back at Aberdeen Proving Ground.

4. Orderly Room Responsibilities:

a. Maintain sick call register, unit copies of ATSL Form 931 and any additional profile data.

b. Make appropriate entry in sick call register for emergency sick call personnel.

5. Personnel placed on quarters will return sick call slip to the Company Orderly Room, notify their TAC of their illness/injury, and proceed to quarters. Personnel on 24 hour quarters must report back to KUSAHC the next morning for a follow-up.

6. After sick call hours:

a. Monday through Friday 0800-1800, Saturday and Sunday 0900-1700.

b. Personnel with illness or injury requiring emergency medical treatment must contact the Nurse Triage Line, (410) 278-1751. The Triage Nurse will either refer you to the Urgent Care Clinic or local emergency rooms at Harford Memorial Hospital, (443) 843-5500 or Upper Chesapeake, (443) 643-2000. If personnel are seen after hours at a local emergency room, they must report to KUSAHC the following morning for a follow-up. Personnel will notify or have medical personnel notify the Company of their status.

TYMEEKA S. LEWIS
CPT, OD
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E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #18 E Company
2005

19 October

PREVENTION OF SEXUAL HARRASSMENT

1. **PURPOSE:** To establish policy and procedures relative to the Prevention of Sexual Harassment (POSH).
2. **APPLICABILITY:** This policy applies to all personnel attached or assigned to Echo Company, 16th Ordnance Battalion.
3. **POLICY:**
 - a. Sexual harassment is a form of discrimination that involves unwanted sexual advances, request for sexual favors, suggestive comments or actions, and other verbal, nonverbal or physical conduct of a sexual nature.
 - b. Sexual harassment has no place in the military or civilian workplace. It is harmful to mission accomplishment, unit cohesion and readiness. Sexual harassment between employees or soldiers of equal rank undermines the close working relationship that normally characterizes Army units and installation staffs. It is even
 - c. The First Sergeant and Operations Sergeant will ensure that each member of this command is aware of the provisions of the policies stated in these letters. Also, this will ensure that incoming personnel read all policy letters for the Company, Battalion and Brigade immediately after starting in-processing.
 - d. The Operations Sergeant maintains the Master Company Policy Letters and publishes an updated index each quarter.
4. Each policy letter will be reviewed quarterly and updated as required.

TYMEEKA S. LEWIS
CPT, OD
Commanding

DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter # 19 E Company

19 October 2005

STORAGE AND ISSUE OF PERSONALLY OWNED WEAPONS

1. Purpose: To establish responsibility and delineate procedures for the proper storage and issue of Privately Owned Weapons (POW).

a. Storage: Soldiers owning weapons that reside off post or in family housing may store their POWs in the HHC arms room. **Soldiers who own POWs and reside in Army Lodging will store their POWs in the arms room.**

(1) The HHC Company Commander will authorize storage of POWS in the HHC, 16th arms room. E Company must submit a memo to the HHC Commander with the following information:

- a. Soldier's Name, Rank, and SSN
- b. Make, Model, Description and Serial # of Weapon

(2) The soldier will be sent to the Provost Marshall's Office (PMO) to register the weapon on post. STEAP_PM Form 16 must accompany the weapon in the arms room.

(3) Upon placing the weapon in the arms room, the soldier will receive a DA Form 3749 as his/her receipt. The service member must keep this at all times.

b. Issue: POWS and ammunition may be drawn from the arms room only upon giving three days notice and with the written approval of the soldier's commander.

(1) Upon surrender of his/her weapons card and verification of identity, by DD Form 2 (Active), the owner of the weapon will complete the weapons control sheet and only then will the weapon/ammunition be issued.

(2) Upon return, the armorer will ensure that the weapon has been cleared and that the weapon control sheet has been properly completed. Only then will the armorer return the weapons card to the owner.

(3) When clearing post, the soldier will bring a copy of his/her orders and DA Form 3749 to the arms room during duty hours and receive his/her weapon.

2. Additional information can be obtained from the undersigned at ext. 3-4294, or the HHC Arms Room NCOIC, [Bldg. 4313](#), ext. 3-5212.

TYMEEKA S. LEWIS
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Policy Letter # 20 E Company

19 October 2005

UNAUTHORIZED ACCESS TO MILPO, FINANCE, OR TRANSPORTATION

1. Students are not authorized access to MILPO, Finance, or Transportation unless appointments have been made through E Company.
2. Students who wish to see personnel in MILPO, Finance, or Transportation must contact the E Company Orderly Room, ext. 3-2671/3979 to request an appointment. When the appointment is made, the student will be notified by E Company. It is the student's responsibility to contact MILPO, Finance, or Transportation if he or she is unable to attend the scheduled appointment.
3. Additional information can be obtained from the E Company Orderly Room, ext. 3-2671/3979.

TYMEEKA S. LEWIS
CPT, OD
Commanding

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Policy Letter #21 E Company

19 October 2005

HOMETOWN NEWS RELEASE PROGRAM (HTNR)

1. Reference:

- a. DA Pamphlet 360-3
- b. OCS IOM 360-1

2. Purpose: To outline policy and procedures for administering the unit hometown news program.

3. Applicability: This policy is applicable to all student personnel assigned to E Company, 16th Ordnance Battalion.

4. Following are story topics suitable for release:

- a. Promotion to grade E-3 or higher
 - b. Receive an AAM or higher award
 - c. Re-enlistment
 - d. Retirement
 - e. Receipt of College Degree
 - f. Soldier or NCO of the month, quarter or year
 - g. Suggestion awards of \$50 or more
 - h. Graduation for all in-residence, non-specialty related schooling of 4 weeks or longer (Forms must come from the school).
 - i. Civilian Employees
 - (1) Decoration for Exceptional Civilian Service
 - (2) DOD Distinguished Civilian Service Award
 - (3) President's Award for Distinguished Federal Civilian Service
 - (4) Receipt of Suggestion Award of \$500 or more.
 - (5) Graduation for Military Schools, as in paragraph 4h.
- 5.** Personnel may complete a DD Form 2266 if any of the above story topics apply.
- 6.** Completed HTNR Form must be submitted to Battalion S-1 within two working days.

19 October 2005

7. To ensure all personnel are aware of the HTNR Program, this policy letter will be brief to each class upon arrival.
8. E Company point of contact for HTNR is SSG Whipple or Ms. Janice Rice ext. 3-2671/3979.

TYMEEKA S. LEWIS
CPT, OD
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DEPARTMENT OF THE ARMY
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61st Ordnance Brigade
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Policy Letter #22 E Company
2005

19 October

ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAM

1. **PURPOSE:** To establish policy and procedures relative to the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).

2. **APPLICABILITY:** This policy applies to all personnel attached or assigned to Echo Company, 16th Ordnance Battalion.

3. **POLICY:**

a. For the purpose of ensuring compliance by E Company, 16th Ordnance Battalion to the 16 Ordnance Battalion's ADAPCP SOP; for purpose of alcohol and drug abuse, prevention, control, identification and implementation of all policies and procedures as prescribed by ATSL-SB-O (600-85d) except as outline below

b. E Company will test all officer and warrant officer students as a class at some point during their training.

c. All Reserve Component Warrant Officer Basic Course (RCWOBC), Reserve Component Warrant Officer Advance Course (RCWOAC), Reserve Component Officer Advance Course (RCOAC) classes will be exempt from urinalysis testing due the short training time at APG (12 days). All CLC3 classes will also be exempt for testing because they are tested during their training at FT. Lee, Virginia.

d. All permanent party personnel will participate in a urinalysis testing program. They will be subject to a random quarterly test. A minimum of 25% of all cadre members will be tested quarterly. This is due to the limited number of cadre members assigned.

e. E Company will use a number system to identify those to be tested. This number will be chosen according to the last digit of your social security number.

4. POC for this information is the undersigned.

TYMEEKA S. LEWIS
CPT, OD
Commanding

TAB G

MAP

TAB H

APG PHONE DIRECTORY

APG Directory Assistance	(410) 278-5201
Ambulance	(410) 306-0572
American Red Cross (after hours)	(877) 272-7337
Amtrak	(800) 872-7245
Army Community Service	(410) 278-7478
Army Emergency Relief	(410) 278-2508
Army Lodging	(410) 278-5148/5149
APG Federal Credit Union	(410) 272-4000
Bank of America	(410) 272-6907
Cable Company	(410) 272-7500
Chaplain	(410) 278-4333
Child Development	(410) 278-5748/3487/7479/9832
Claims Office	(410) 278-1591/1598
Clothing Sales	(410) 272-1312
Education Center	(410) 278-3385
Finance Office	(410) 278-7085
Fire Department	(410) 306-0572
Furnishings Branch	(410) 278-3301
Guest House	(410) 278-3856
Household Goods & Baggage	(410) 278-4084
Housing Office	(410) 306-2011
Identification Cards	(410) 306-2353/2389
Information, Ticketing & Registration	(410) 278-4011
Legal Office/JAG	(410) 278-1584/1583
Medical Services	
Acute/Minor Illness Clinic	(410) 278-1752/1725
Advice Nurse (Tricare)	(800) 308-3518
Community Health Nurse	(410) 278-1772
Dental Clinic	(410) 278-1796
Kirk U.S. Army Health Clinic	
Automated	(410) 278-1990
Toll Free Automated	(800) 823-1095
Tricare	(410) 278-1719/1881
Tricare Service Center	(888) 999-5195
Occupational Health	(410) 278-1913
Patient Assistance	(410) 278-1724
Walter Reed Medical Center	(800) 433-3574
Military Police	(410) 306-0564
Passport Information	(410) 306-2347
POV Shipment	(800) 631-5751
Schools (Harford County Public Schools)	(410) 838-7300
Telephone Company	(410) 954-6858
Transportation Office	(410) 278-2992
Travel – Carlson Wagonlit (official)	(410) 273-1100
Youth Services	(410) 278-4995

TAB I

FAQ/FEP

Frequently Asked Questions

Q: What if I fly in? Where should I fly into and how do I get to APG?

A: We recommend flying into Baltimore-Washington International (BWI). You can catch a cab from there to APG for approximately \$75. The [Amtrak](#) train has a direct route from BWI to the City of Aberdeen that costs \$18 with military I.D. and \$20 without. Keep your receipt to file with your TDY settlement.

Q: What if I have a profile? Can I still attend?

A: Yes, you can; however, you cannot attend a TRADOC school with a temporary profile. You must have a permanent profile. Your profile will allow you to do an alternate event during the APFT. Keep in mind that to graduate you must pass the APFT, and the aerobic event is the only part of the APFT that cannot be waived. Call E Company if you have any questions. We will work with you. Academic success is the most important aspect of the course.

Q: What about dependent travel?

A: Since your orders do not authorize you to bring your dependents with you, you will not be reimbursed for the cost of moving your family to APG. You will only be paid to move your family from your original location to your first duty station.

Q: What am I authorized to bring to WOAC?

A: You should bring those items annotated on the recommended packing list and the uniform packing list. You may also bring additional items that you feel will assist you in the course.

Q: How long is the course?

A: Approximately 3 months long.

Q: Further questions?

A: Contact E Co, 16th ORD BN at DSN 298-3979/2671 or toll free at 1-800-392-2015 ext. 3979/2671. You can also e-mail me directly at ty.lewis@apg.army.mil.

Frequently Encountered Problems

Problem: During in-processing, warrant officers do not have sufficient copies of orders or complete orders with signature.

Solution: Ensure that you have copies of the front and back of your orders – the signature block should be on the back of the order. Bring at least 20 complete copies of your orders. Bring all amendments to your orders and DD Form 1610. Ensure that you have the same number of these forms as your orders. Check to make sure that your orders have all appropriate signatures, an official seal on the back, and clearance level.

Problem: Warrant Officers do not have all documents necessary to complete in-processing.

Solution: Ensure that you have all the items annotated in the [document checklist](#) located in Tab D of this book. It is very important that you have a DA Form 31 leave form when you arrive here. This form will cover you in the event that you encounter problems while traveling and cannot make it here on time.

Problem: Students with dependents are not prepared for overseas assignments for their families.

Solution: Once you know that you are going overseas, immediately begin preparations. Begin with getting all family members passports.